

**Council Meeting Minutes**  
**October 18, 2021**  
**Town Hall**

**IN ATTENDANCE:**

Elaine Nash, Kevin McDonald, Doug Dean, Ian Goudie, Brenda Young, F. David Power, Ashley Byrne

**MEETING CHAIR:**

Brenda Pike, Acting Town Clerk  
Elaine Nash, Mayor

**CALL TO ORDER:**

Meeting called to order at 7:05 p.m.

**SWEARING IN OF NEW COUNCIL MEMBERS:**

Councillors Ashley Byrne and F. David Power were sworn in.

**ELECTION OF MAYOR AND DEPUTY MAYOR:**

The Town Clerk called for nominations for the position of Mayor with the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

Kevin McDonald nominated Elaine Nash for the position of Mayor. Ms. Nash accepted the nomination. Doug Dean nominated F. David Power for the position of Mayor. Mr. Power declined the nomination. There were a second and third call for nominations. There were no further nominations. Ms. Nash is elected Mayor for the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

The Town Clerk called for nominations for the position of Deputy Mayor with the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

Elaine Nash nominated Kevin McDonald for the position of Deputy Mayor. Mr. McDonald accepted the nomination.

Doug Dean nominated Ian Goudie for the position of Deputy Mayor. Mr. Goudie declined.

There were a second and third call for nominations. There were no further nominations.

Mr. McDonald is elected Deputy Mayor for the Town of Mount Carmel-Mitchell's Brook-St. Catherine's.

The Town Clerk congratulated the Mayor and Deputy Mayor and handed over the Chair to Ms. Nash, who welcomed everyone, especially new Council members.

Mayor Nash advised this would primarily be an orientation meeting and spoke about the Rules of Procedure which had been distributed to all Councillors. She suggested that the new members review the Rules of Procedure, which are amended as situations change.

**ADOPTION OF AGENDA:**

Motion 2021-10-18-174: F. David Power; Brenda Young  
Adopt the Agenda of October 18, 2021  
All in favor; none opposed

Motion Carried

**ADOPTION OF MINUTES:**

Motion 2021-10-18-175: Kevin McDonald; Doug Dean  
Adopt the Minutes of September 21, 2021  
All in favor; none opposed

Motion Carried

**FINANCES:**

**Financial Report**

Motion #2021-10-18-176: Brenda Young; Kevin McDonald  
Adopt the financial report for the month ending September 30, 2021  
All in favor; none opposed

Motion Carried

There was discussion around the financial report to familiarize the new Councillors with the Accounts and Investments held by the Town.

**NEW BUSINESS:**

**a) Reports**

**1) Policy and Procedures Committee**

Mayor Nash explained how the Town is governed by the Municipalities Act and Regulations, as well as other Government Departments. The Town has developed policies which can be found on the town webpage (eg. Records Management and Citizen Concerns). Mayor Nash also advised that any external committees of Council (eg. Walking Trails Committee) will be set up in January for a one-year term.

Mayor Nash suggested that a Finance Committee of Council be put in place right away to develop a tax plan for the Town. Due to several factors, such as a rise in exemptions, revenue has decreased. She feels poll tax needs to be over and above garbage fees for the operation of the town.

Motion #2021-10-18-177: David Power; Brenda Young

Appoint the Acting Town Clerk and request the expertise of the Town Clerk to the finance committee for purposes of compilation of tax requirements for submission of the annual budget.

All in favor; none opposed

Motion Carried

A finance committee was put in place: F. David Power; Brenda Young; Elaine Nash, Brenda Pike, with Stacey Dean as an expert consultant.

Councillor Young requested that the Clerk provide the number of households which pay two poll taxes, as well as the annual number of exemptions.

Mayor Nash requested that the Clerk print a copy of the Audited Financial Statements for the office which would be available for viewing.

## 2) Infrastructure Committee

Mayor Nash explained that the Infrastructure Committee is responsible for roads, building, streetlights, etc.

**3) Fire Department Report:** Mayor Nash advised that the Fire Dept need eye wash/station. The Clerk will let advise them to purchase the required item.

Mayor Nash opened discussion around COVID Passports and the requirement for Fire Departments. Members of the Mount Carmel Volunteer Fire Department will be required to provide proof of vaccination or have an approved medical exemption by October 22.

## 4) Town Clerk Report:

- Town Hall Rentals – The Clerk requested guidance on hall rentals for family get-togethers after funerals. Council decided that while COVID regulations are in place, a charge of \$50 will apply for gatherings after funerals. This will be reviewed after COVID restrictions are lifted. A maximum of 64 people in the Hall applies.
- Radar signs – The Provincial Government is installing two new radar signs by St. Catherine’s Academy. The Clerk will contact the installer to see if one of the old signs can be installed on Nine Mile Road by the school bus stop sign to slow traffic as they enter the Town, at no cost to the town.
- There is a flu clinic tentatively booked for November 30 at the Town Hall.
- Final poll tax notices will go out next week.
- Remembrance Day – Council will go ahead with an outdoor Remembrance Day ceremony. There will be no refreshments served. COVID rules will have to be followed (masks and social distancing).
- Pre-registration will be required for Christmas with Santa on December 12 at 1:00. Tables will be reserved for individual families.
- Council Christmas Dinner is on December 4 at Salmonier Country Manor at 7:00 p.m.
- Security cameras have been ordered for the office and a harassment statement will be posted in the office.
- The Clerk called re Municipal Handbooks; large print copies aren’t available right now; however, they will let me know by Wednesday if they can be made available. If not, the clerk will order regular print. In the meantime, they are available online at <https://www.gov.nl.ca/mpa/files/Municipal-Council-Handbook-2021.pdf>

## 5) Recreation Committee Report:

- Work on the playground is continuing; the contractor is waiting on the remainder of the pea stone. The Clerk was speaking to Mr. Squires who advised he hoped to have it completed last week. Councillor Power offered to contact the pea stone supplier to identify the problem with the pea stone supply.
- All equipment that was approved has been purchased and funds will be transferred from the Recreation Account to the General Account to cover purchase costs.

Councillor Goudie requested clarification on why Council needed to wait until January to form the Recreation Committee, as a number of people had expressed interest in volunteering on the committee months ago. Mayor Nash explained that Council already has a Recreation Committee which is responsible for town recreational properties and events, and which consists of members of Council. The committee in question would be a Walking Trail Committee which would be an external committee of Council, consisting of a representative of Council as

well as members of the public. She explained that external committees of Council had to be formed at the first annual meeting of Council, which sets the requirement for formation of external committees in January of each year.

The Clerk will include a section in the Fall Newsletter that the Walking Trail Committee will be established in January, with another call for volunteers.

**c) Joint Council Meeting:**

The Town Office was notified of a Joint Council Meeting at the Mount Carmel Town Hall on Tuesday, November 9<sup>th</sup> at 1:00. Several local Councils have been invited to meet with Sherry Gambin-Walsh to bring forward topics for discussion and items of concern. Council has until October 28 to identify topics they would like on the Agenda for discussion. Mayor Nash, Deputy Mayor McDonald will attend, with all five other councillors not committing at this time, with the possibility of attending. The Town Clerk will advise MHA Gambin-Walsh's office accordingly.

**d) Eastern Health:**

Mayor Nash advised Council that she had recently attended a meeting with Eastern Health where she expressed serious concerns with the availability of reliable healthcare, including blood clinics, in our area. Unfortunately, the managers responsible for our site weren't in attendance. Eastern Health discussed their new approach to healthcare which is centered around bringing healthcare to the people. Discussions included topics such as tele-health, in-house service, etc. She noted there was great discussion around mental health issues. Another meeting will be held on October 28.

There was discussion around the recent tender for office/clinic space in the area. Mayor Nash contacted MHA Gambin-Walsh for clarification and was advised it was a standard tender call as the current lease for space is up for renewal.

**e) Budget:**

The Clerk enquired whether Councillors had any items for budget consideration as the deadline is fast approaching. Mayor Nash advised that the budget will need to wait until the Finance Committee works out the new taxation system.

**f) Fall Newsletter:**

The Clerk is working on the fall newsletter and asked Councillors for suggestions. Ensuring people are using their correct civic addresses will need to be reiterated, especially as Main Road and Main Road North are often confused. The Clerk will include information relating to Remembrance Day and Christmas, as well as Council's position around COVID Passports.

**ROUND TABLE**

- Councillor Young addressed the need for a guard rail in front of their property in Mitchell's Brook. Councillor Dean will bring it to the attention of Transportation and Works.
- Mayor Nash advised that the Fire Department would like the land behind the fire hall levelled. The Clerk will ask Ed Pike to bring it to Gerald Dalton's attention while he has his equipment on site.

**NEXT MEETING:**

The next meeting will be November 8 at 7:00 p.m.

**ADJOURNMENT:**

Motion #2021-10-18-178: F. David Power; Kevin McDonald

This meeting is adjourned.

All in favor; none opposed

The meeting adjourned at 9:20 p.m.

Motion Carried